



Boating Facilities Program: *Policies & Project Selection*

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January 22, 2004

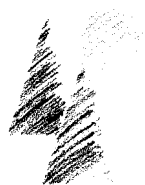
IAC's Mission



...Is to foster the protection and enhancement of Washington's natural and outdoor recreation resources for current and future generations. We do this through funding, technical assistance, research and policy development, coordination, advocacy, and encouraging long-term stewardship. Our service reflects a commitment to public participation, openness, fairness, and efficiency.

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SECTION I - PROGRAM & POLICIES

INTRODUCTION

After the Interagency Committee for Outdoor Recreation (IAC) was created in 1964, Boating Facilities Program (BFP) applicants were among the first to receive IAC grants. Both the agency and program were created by the state's voters through Initiative 215.

Money is generated through unrefunded marine gasoline taxes. The program pays for land and facilities that support motorized watercraft recreation. About \$7 million becomes available each biennium. These funds are awarded annually by IAC through a competitive process. Typical projects include land acquisition and development for boat launching and transient moorage facilities.

This manual provides information on:

- ▶ Eligibility
- ▶ Program policies
- ▶ Project review and evaluation criteria.

Eligible Applicants

Only public agencies legally authorized to develop, operate, and maintain recreational facilities are eligible for BFP grants. By law, the following agencies may participate:

- ▶ State Agencies
- ▶ Park and Recreation Districts
- ▶ Public Utility Districts
- ▶ Native American Tribes
- ▶ Cities and Towns
- ▶ Counties
- ▶ Port Districts.

Manual Authority

Authority and policies for this program come from RCW 79A.25 and Title 286 WAC. Matters of policy relating to this manual are adopted by vote of IAC members in a public meeting.

Advisory Committee

The BFP Advisory Committee is composed of boaters and government professionals (five citizens, three state and three local agency members) who advise IAC's Director on program matters such as plans, policies, procedures, and legislative issues. It also provides technical assistance to IAC staff and grant applicants. Members are appointed to a four year term by IAC's Director. They may be re-appointed once, for a total consecutive tenure of eight years.

Ex-officio members may be appointed by IAC's Director to provide additional representation and expertise.

**INFORMATION
SOURCES**

Contact IAC at:

Natural Resources Building	Voice	(360) 902-3000
1111 Washington Street	FAX	(360) 902-3026
PO Box 40917	TDD	(360) 902-1996
Olympia, WA 98504-0917	E-mail:	info@iac.wa.gov
web site ~ http://www.iac.wa.gov/		

Programs, Schedules Each year, IAC publishes a description of its grant programs. In this brochure is basic program information such as available funding, grant limits, eligible sponsors, and important dates. Additionally, IAC publishes annual schedules for all of its grant programs. Each identifies important deadlines, meeting dates, and locations. Much of this information may also be viewed via the Internet on PRISM, IAC's project management database. Call IAC for more information.

Related Publications Related IAC program manuals include:

- ▶ *Planning Policies* - #2
- ▶ *Acquiring Land: Policies* - #3
- ▶ *Development Projects: Policies* - #4
- ▶ *Application Blanks* - #5b
- ▶ *Funded Projects: Policies and the Project Agreement* - #7
- ▶ *Reimbursements: LAC/SRFB Grant Programs* - #8.

In addition, BFP administrative policies and guidance for the evaluation questions are established in:

- ▶ Chapter 43.17.250 (GMA); 79A.25.250 (population); 79A.25 (Marine Recreation Land) RCW
- ▶ WAC 286-04, 286-06, 286-13, 286-35
- ▶ IAC's *Boating Facilities Program Plan* (1995).

Contact IAC to obtain copies of these publications. Each can be made available in an alternative format.

Workshops

IAC conducts annual workshops to provide information about its funding programs. These sessions are typically held in the winter and/or spring of each year in several state locations. IAC finalizes the schedules of these workshops each January. Call for information about dates and locations.

Facility managers certify all IAC meeting sites as barrier free according to the federal *Americans With Disabilities Act* or the State Building Code as adopted by the Building Code Council. To request other disability accommodations, such as listening devices, sign language interpreter, or alternative format handout material, contact IAC at least 14 days before the event.

APPLICATION
SCHEDULES

Grants are awarded to local agencies annually and to state agencies biennially. The process, from application due date to the award of grants, takes about nine months. While the order of the steps in the process remains consistent, the actual dates are often adjusted from year to year. For this reason, and since other important deadlines exist, applicants are encouraged to *obtain the detailed schedule* that is revised before each grants cycle.

Local Agency
Schedule

First quarter, Every Year

Workshops. IAC offers an annual workshop to provide detailed information on application requirements.

March 1

Letter of Intent to Submit Due (optional). IAC encourages potential applicants to express their intent to submit a proposal by briefly describing the project, estimating costs, and explaining how they may be contacted. IAC replies to each letter of intent with proposal-specific planning eligibility and application workshop information.

May 1 (or if a weekend/holiday, the next business day)

Application Material Due. Applications received after the deadline will be rejected unless IAC's Director has previously approved other arrangements.

As initial application material arrives, an IAC project manager is assigned to assist each applicant. The manager will be a guide through the process and may make a site visit with applicants to discuss project details.

If, by this date, an applicant has not received an IAC letter verifying that it has planning eligibility, we recommend that a *draft* plan also be submitted with the application. This will allow time for IAC staff review and comment on the plan prior to formal applicant agency approval.

July, Every Year

Project Review Meeting. Applicants should attend this meeting. It will give them a chance to describe their project to boating facilities experts and get advice on the project's strong and weak points. Applicants can then consult with IAC staff to decide what, if any, changes to make to improve the project before the final grant competition.

August/September, Every Year

Final, Adopted Plans Due. Applications will be rejected if an adopted plan hasn't arrived by this date, unless IAC's Director has authorized a time extension.

September, Every Year

Technical Completion Deadline. All application material must be complete and received by IAC.

September/October, Every Year

Evaluation Meeting (mandatory). At this open meeting, applicants will present their projects to the evaluation team for scoring. The resulting ranked list of projects is the basis for IAC staff's funding recommendations to the IAC board. The evaluation instrument in the Appendix is the basis for scores.

November/December, Every Year

IAC Approves Funding. The IAC board makes funding decisions in an open meeting where public testimony is accepted. At this meeting, IAC staff briefly summarizes all projects. Applicants are encouraged, but not required, to attend.

December/January, Every Year

Successful Applicants Workshop. This orientation is for applicants that have been awarded grants. It covers such information as basic responsibilities, fiscal requirements, and Project Agreements.

**State Agency
Schedule**

State agencies apply only once each biennium, during the even numbered year. The schedule is identical to the local schedule listed above, except that in the Spring of odd-numbered years, the state legislature reviews the list of IAC approved state agency projects and appropriates funds to BFP. In July of odd years, IAC awards grants based on these appropriated funds.

**BFP PLAN POLICIES
AND PRIORITIES**

Policies and priorities are established in the *Boating Facilities Program Plan* (IAC 2003). Highlights are summarized below.

In part, the evaluation questions found later in this manual are designed to help select proposals that reflect the following policies.

Boating Program

A-1. The BFP is intended to facilitate physical access to water for recreational boating. While diverse, compatible recreational uses of boating facilities are encouraged, funding shall target facilities and resources predominantly serving the motorized boating community.

A-2. The BFP shall assist public agencies in providing quality opportunities for the recreational boating public – opportunities that satisfy user needs in an environmentally responsible manner.

A-3 The BFP shall support facilities provided for transient public motorboat activities.

A 4. BFP funding shall augment, not replace, other sources of funding available to project sponsors.

A 5. IAC shall continue to uphold its commitment to public participation, openness, equity, and efficiency in all its programs, including the BFP.

Administration

B-1. IAC shall work cooperatively with state agencies to ensure that the BFP's administration is based on valid, up-to-date information, including information concerning the size of the motorized recreational fleet, fuel consumption, and public demand for boating facilities.

B-2. An advisory committee for the BFP shall be established and maintained. The committee shall include representatives from user groups, organizations, and agencies affected by boating facilities funding, as well as citizens at large whose interests are representative of the various segments of the boating community.

B-3 IAC shall review matching share amounts and grant limits on a schedule that coincides with the Department of Licensing's determination of marine fuel consumption.

B-4. IAC shall reserve the right to establish limits on maximum grant amounts (ceilings). IAC may waive, lower, raise or otherwise adjust maximum grant amounts. ("Limits" and "matching shares," page 6.)

B-5. IAC shall allow grant funds to be used for architecture and engineering costs, including securing permits ("Planning Projects, page 10). Specific information about eligible administrative elements and reimbursement ceilings is contained in IAC policy manuals 3 (*Acquiring Land: Policies*) and 4 (*Development Projects: Policies*).^{*}

Funding Priorities

C-1. IAC shall encourage projects that facilitate the use of trailered watercraft.

C-2. IAC shall encourage projects that maximize the efficient use of existing sites and facilities.

C-3. Local agency sponsors shall be required to provide a matching share. Matching shares may include value of donated land, labor or services, cash, and costs directly associated with securing permits. Funding preference shall be given to those local projects whose matching share demonstrates greater non-government contributions. (Page 6.)

C-4. IAC shall encourage projects that use design standards and construction techniques intended to maximize service life and minimize routine maintenance.

C-5. IAC shall give priority to projects under immediate threat.

^{*} At IAC's July 1997 meeting, policy B-5 in IAC's March 1995 *Boating Facilities Plan* (page 5) was modified to that referenced above.

GENERAL POLICIES

Fund Assistance
Limits

Local Agencies. By statute, half of available boating funds are reserved for local agency projects. By policy, IAC pays up to 75 percent of a project's cost while the local agency pays a minimum of 25 percent. IAC allocates up to:

- ▶ \$1,000,000 for a *development* project
- ▶ \$1,000,000 for a land *acquisition* project
- ▶ \$1,000,000 for a project that *combines* acquisition, development, and/or planning
- ▶ \$200,000 for a *planning* project
 - ▷ Amount will be the lesser of \$200,000 or 20 percent of the estimated construction cost for a development or combined acquisition/development project
 - ▷ Planning means architecture/engineering, environmental review and permitting (see Manual 4, *Development Projects*, for more information).

RCW 79A.25.080, WAC 286-35-060, *BFP Plan* policy B-4

State Agencies. By statute, half of available boating funds are reserved for state agency projects. By IAC policy, grants up to 100 percent of each state project are allowed. The total of all BFP dollars requested by any agency may not exceed twice that estimated by IAC to be available in a grant cycle.R

Matching Shares, &
Non-Government
Contributions

Normally, once every four years at a meeting six months before funding consideration, IAC establishes sponsor matching share requirement and fund request limits. Local agencies must match BFP funds. While there is no similar requirement for state agencies, all applicants are encouraged to contribute matching shares to the greatest extent possible. In addition, applicants are encouraged to reduce government costs to the extent possible. This is reflected in the project evaluation criterion on page 20.

Matching value may take many forms, including:

- ▶ Cash
- ▶ Land
- ▶ Labor or services
- ▶ Equipment use
- ▶ Materials.

Project Agreement,
Conversions

Once a successful applicant has signed IAC's Project Agreement, that applicant becomes a sponsor eligible to be reimbursed for approved project expenses.

To convert an IAC-assisted project means to change the use or purpose of any of the elements described in the Project Agreement *after* final reimbursement. A sponsor must replace each converted element with similar land or facilities, depending on which has been converted. The replaced elements must be of at least equal value, usefulness, and location. IAC's conversion policies, including *exceptions*, are described in Manual 7, *Funded Projects and the Project Agreement*. RCW 79A.25.100 & WAC 286-35-090

BFP Funds to Augment	BFP funding is meant to enhance the capabilities of agencies that provide motorized boating facilities. It is designed to achieve results that would not be possible without state funding. Therefore, it shall not replace any funding that would otherwise be available.
IAC Not A Hearings Board	IAC's role is to assist in funding grant proposals and <i>not</i> to act as a hearings board before whom land use issues are argued. IAC's intent is that all proposals, to the extent possible, have the support of the local community and be ready for implementation to ensure that maximum benefit is gained from scarce BFP funds.
Universal-Barrier Free Access	<p>Sponsors must ensure that all facilities assisted with IAC funds meet minimum barrier-free standards. The current Washington State Building Code (as amended), the Americans with Disabilities Act Accessibility Guidelines and/or Access Board adopted "Final Rules" shall be consulted. Facility elements not specifically addressed by these laws or codes are not exempt from barrier-free access requirements. Public entities also need to comply with their "Program Access" requirement of the Americans With Disabilities Act. If a conflict arises, the one providing the most access shall prevail. Sponsors must, to the highest degree reasonable, make project elements accessible. To this end, applicants should refer to IAC's "Universal, Barrier-Free Access" policy in Manual 4, <i>Development Projects: Policies</i>.</p> <p>Plans, project applications, cost estimates, and construction drawings must reflect compliance with facility access and signing requirements.</p>
ELIGIBILITY POLICIES	Complete guidelines for acquisition and development projects are found in IAC Manuals 3, <i>Acquiring Land: Policies</i> and 4, <i>Development Projects: Policies</i> . BFP funds must be used to support projects that predominantly serve recreational motor boating. To this end, funds may be used to:
Eligible Activities	<ul style="list-style-type: none">▶ Purchase land▶ Develop new facilities▶ Renovate existing facilities▶ Design facilities (pay architect and engineer fees)▶ Obtain permits.
Eligible Projects	<p>Projects that may be funded include:</p> <ul style="list-style-type: none">▶ Land acquisition for later development▶ Moorage floats, fixed docks, and buoys for transient boaters▶ Parking/staging areas▶ Permits (procurement) when required.▶ Ramps and fixed hoists for launching, loading floats▶ Sewage pump-out stations/"porta-potty" dump stations▶ Support facilities (upland), such as restrooms/showers, and picnic facilities used exclusively or primarily by transient recreational boaters.

- ▶ Dredging, including both capital construction and periodic activities to remove materials deposited due to unforeseen events; dredging must extend facility usefulness for at least five years. (RCW 79A.25.080)

Ineligible Projects

Projects *not* eligible for BFP funding include:

- ▶ Any facility for leased, exclusive use, or long term moorage (see *Low Recreational Use Season*, page 11, for exceptions)
- ▶ Any facility primarily for commercial use or commercial vessels (page 11)
- ▶ Maintenance dredging
- ▶ Concession buildings or space
- ▶ Fuel sales equipment including piping, fuel pumps and storage tanks
- ▶ Mobile vessel transporters
- ▶ Those on waters prohibiting gasoline powered motors
- ▶ Those primarily for non-gasoline powered watercraft such as canoes, kayaks, or diesel powered craft
- ▶ Master plans or feasibility studies.

Planning Requirements

At least three months before IAC's BFP funding meeting, applicants must submit evidence that their project(s) are supported by appropriate planning documents. Plans accepted by IAC establish eligibility for up to six years. It is the applicants' responsibility to ensure that plans and documents are current. For further information, consult Manual 2, *Planning Policies*. In summary, and at minimum, this includes the following elements:

Goals & Objectives

A statement of the applicant's long range goals and a list of objectives that describe specific actions aimed at achieving each goal.

Description of Current Conditions

A description of agency authorities, the physical setting, and sphere of influence or service area. Include recreational use information and an evaluation of existing opportunities, including opportunities that are managed by agencies other than the applicant.

Demand and Need

An explanation of why actions are necessary and establishment of priorities for these actions.

Public Involvement

A description of how the planning process gave the public ample opportunity to be involved in development of the plan.

Capital Improvement Program

A current capital improvement program that covers a period of at least five years.

Official Adoption

Evidence that the document has been approved by the authority most appropriate to the plan's scope.

Phased Projects

Phased or staged projects are subject to the following:

- ▶ Approval of any single stage is limited to that stage; no endorsement or approval is given or implied toward future stages.
- ▶ Each stage must stand on its merits as a viable project.
- ▶ Each stage must be submitted as a separate application.
- ▶ Progress on earlier stages is considered by IAC when making decisions on current projects.

Planning Projects

Planning proposals are eligible as stand-alone projects because of the often lengthy period needed to obtain permits for development project. Planning projects must result in engineered construction-ready documents and permits “in hand” that allow a sponsor to proceed with the development phase. These projects include design or “architectural and engineering” services.

Ineligible Planning Proposals. Include design of:

- ▶ Facilities that do not meet the BFP eligibility criteria
- ▶ Facilities that do not provide access to the general public, or
- ▶ Development of plans for private facilities.

Eligible Administrative Costs. Administrative costs are necessary to prepare a project for construction, but do not involve direct building activities. Such activities include:

- ▶ *Architectural and Engineering (A&E) Services/Consultants*, including—
 - ▷ Preparation of site plans, from schematic to final drawings.
 - ▷ Engineering services, including structural, mechanical, electrical and civil design work.
 - ▷ Consultant services, including studies and data collection surveys.
 - ▷ Surveys necessary for architectural design, including boundary, wetland delineation, geo-tech, etc.
 - ▷ Specialty consultant services used in addition to basic A&E.
- ▶ *Environmental Site Planning*, including environmental impact statement costs.
- ▶ *Miscellaneous Costs*, including—

▷ Advertising	▷ Bidding Materials
▷ Blueprints	▷ Communication
▷ Film processing	▷ Maps
▷ Photographs	▷ Postage/mailings
▷ Printing/reproduction	▷ Supplies
▷ Taxes (if applicable).	

- ▶ *Permits*, including staff time to obtain permits(s) to meet such requirements as the National Environmental Policy and State Environmental Policy Acts.
- ▶ *Project Administration*, including–
 - ▷ Advertising
 - ▷ Communication
 - ▷ Contract award
 - ▷ Meetings
 - ▷ Progress reports
 - ▷ Room rental
 - ▷ Taxes (if applicable)
 - ▷ Billing preparation
 - ▷ Consultation
 - ▷ Correspondence
 - ▷ Negotiations
 - ▷ Public hearings
 - ▷ Site visits
 - ▷ Travel.

Combination Projects

A combination project includes both land acquisition and planning elements *or* both land acquisition and development elements. At least one month before final IAC funding approval, an applicant that submits a combined acquisition and development project must secure the property by one of the following:

- ▶ Acquire the property via an IAC Waiver of Retroactivity (see *Acquiring Land: Policies*, Manual 3)
- ▶ Have the property in escrow
- ▶ Secure the property through an option that extends at least 40 days beyond the IAC approval date
- ▶ Ensure that IAC staff has approved any leases *and* verify that such leases will be executed within 40 days of IAC approval.

Multi-Site Projects

These conditions apply to the eligibility of projects that include more than a single location:

- ▶ Funding for each site element may total no more than \$50,000
- ▶ All elements, across all sites, must be of the same type (for example, all gangways, all pilings, etc.)
- ▶ All elements must be either salt or fresh water oriented; no combinations of salt and fresh water sites
- ▶ All elements must meet OFM's capital project criteria, defined in the biennial publication *Washington State Capital Plan Instructions*
- ▶ All elements must be in no more than two adjacent counties
- ▶ Each element's location must be described in a way that makes an IAC site inspection possible.

Proration of Eligible Elements

Marinas constructed for commercial and long-term leased recreational moorage *and* recreational transient boating may include support elements that are eligible for partial IAC funding. The level of IAC participation in these elements (including, but not limited to dredging, breakwaters, parking and restroom/showers) is based on the percentages of *eligible* recreational transient use and *ineligible* use. The actual percentages are determined by IAC from the proposed site plan, historic use patterns, and other project information.

RESTRICTIONS	The restrictions described in this section apply only to the IAC funded portions of a facility <i>and</i> those support facilities needed for recreational boaters' use. To comply with Chapter 79A.25 RCW, a sponsor must operate the IAC-assisted facility in a manner that assures that recreational boaters have continuous and reasonable access. In case of conflict, non-commercial transient recreational boating activities shall have priority.
Recreational Boaters Have Priority	
Restrictions Enforcement	Sponsors must manage and enforce requirements consistent with this section. Rules that are more restrictive may be adopted if the intent is to achieve a desired recreational experience, reduce conflicts, and/or achieve a desired level of environmental quality.
Access Restrictions	The use of card, punch code, or similar privileged locking devices to restrict access to IAC-assisted restrooms, showers, or moorage floats is allowed for management purposes. <i>However</i> , the general public must have access to such facilities at reasonable times (for example, daylight hours) without restriction. This provision does not apply when access is closed to all, such as during repairs or maintenance, or during a <i>Low Recreational Use Season</i> (see page 11).
Commercial and Other Non-Recreational Uses	<p><i>Use Certification.</i> Approval to use a facility assisted with IAC funds for commercial and/or non-recreational purposes, explained later in this section, is contingent on the sponsor's written "Use Certification" filed with IAC before the activity begins. This certification must guarantee that:</p> <ul style="list-style-type: none">▶ The use will not interfere with transient recreational boating activity. Some portion of the facility must always be available if necessary to meet off-season or recreational uses.▶ IAC-assisted project elements will be returned completely to transient recreational use not later than the third Friday in April (see exceptions listed under "<i>Other Uses Regardless of Season</i>" and "<i>Launch Facilities</i>," below).▶ The use or activity will be safe.▶ The use will not damage the facility.▶ The sponsor will conform to IAC's income policies (WAC 286-13-110 and Manual 7-<i>Funded Projects</i>).

High Recreational Use Season - From at least the Third Friday in April through September 30. Use of an IAC-assisted facility for commercial or other non-recreational boating activities is prohibited. Exceptions to this policy are listed below under "*Other Uses Regardless of Season*" and "*Launch Facilities*".

On a case by case basis, if provided with written justification, IAC's Director may adjust the length of the 'High Recreational Use Season' or authorize other exceptions.

Low Recreational Use Season - From October 1 to the Third Friday in April. Continuous use of an IAC-assisted facility is allowed only after a "Use

Certification” has been filed with IAC (see above). The Use Certification may be used for:

- ▶ Moorage of non-commercial recreational vessels
- ▶ Moorage of recreational rental boats for concession operation purposes
- ▶ Moorage of commercial vessels
- ▶ Support of fishing equipment or boat machinery repair or storage
- ▶ Support of salmon net pens or other aquaculture activities.

Other Uses Regardless of Season. Use of an IAC-assisted facility for the following purposes is contingent on a "Use Certification," filed with IAC before the activity begins (see above). Other uses are:

- ▶ Concession activities that enhance the recreational experience, if performed by an agent of the project sponsor, or through a use agreement with the sponsor.
- ▶ Activities such as on-water boat sales, shows or public events.
- ▶ Moorage of watercraft used by a sponsor, or a contractor of the sponsor, while engaged in a construction, renovation, repair or maintenance activity that lasts more than 10 days.
- ▶ Short term moorage for commercial vessels during loading and unloading of passengers when the destination is a recreation site or facility accessible only or primarily by boat. This includes "general tour" vessels (motorized / nonmotorized harbor tours, dinner cruises, sightseeing, private ferries, sports game-day transportation and so on).

Regardless of the Use Certification, IAC's board or Director may deny or rescind approval for the "other uses" based on a review. This review may include:

- ▶ Any possible immediate or cumulative impact on recreational boaters' ability to use the facility during such events and/or
- ▶ How well the sponsor has met its use certification guarantees.

Launch Facilities. Such facilities, when built with IAC grant assistance, must be designed and used primarily for public non-commercial recreational boat launching and retrieval. Unless otherwise restricted by the sponsor, these facilities may occasionally be used for a commercial purpose, including launching and retrieving commercial vessels. This commercial use or activity must not:

- ▶ Restrict or diminish public recreational use.
- ▶ Cause damage to the launch or related facilities.
- ▶ Cause an unsafe condition.

Definitions

Commercial Use. Means the use of any marine craft, facility, or marine recreation land in a way that is normally intended to yield a profit or for purposes other than enjoyment, sport, leisure or pleasure. This includes, but is not limited to:

- ▶ Commercial fishing, loading or unloading of freight, marine equipment servicing
- ▶ Use of areas by concessionaire operations
- ▶ Any use involving research or development of underwater resources
- ▶ On-water vessel sales or demonstration of vessels available for sales.

Commercial Vessel. Includes, but is not limited to, any vessel:

- ▶ Used or retained primarily for commercial purposes
- ▶ Operated by a person who has been or will be using it to engaged in a commercial activity during the current course of travel or passage
- ▶ Held for charter
- ▶ Used for the transport of freight or non-recreational fish catches
- ▶ Used primarily for research or development of underwater resources
- ▶ Used for the transport of passengers for profit, charter or fee.

Commercial Vessel Used for Personal Recreational Purposes. A vessel that is otherwise commonly used in a for-profit activity, when used solely for personal enjoyment, sport, leisure, or pleasure and not combined with any commercial use as defined above, is considered a recreational vessel.

Transient Recreational Boating. Recreational boats using moorage for a maximum of 14 consecutive days.

SECTION II - PROJECT SELECTION

Boating Facilities Program - Criteria Summary					
Score	#	Item	A-D-P	Mult/Max.	Policy
Team	1	Need	A-D-P	3 / 15	A-1
Team	2	Site suitability	A-D-P	3 / 15	A-1, C-2
Team	3	Urgency	A	2 / 10	A-3,C-5
Team	4	Project Design	D	2 / 10	C-1, C-4
Team	5	Planning success (A&E only)	P	2 / 10	B-5
Team	6	Cost-benefit	A-D-P	2 / 10	A-2,A-3
Team	7	M&O	A-D-P	5	RCW
Team	8	Boats on trailers	A-D-P	2 / 10	C-1
Team	9	Boating experience	A-D-P	2 / 6	A-2
Team	10	Readiness	A-D-P	5	B-5
Team	11	Non-government contributions	A-D-P	5	C-3
IAC score	12	Matching shares (local agencies)	A-D-P	3	C-3
IAC score	13	Proximity to people	A-D-P	1	RCW
IAC score	14	GMA preference (local agencies)	A-D-P	0	RCW
TOTAL POINTS POSSIBLE, ALL CATEGORIES			Local A-D-P	= 85	
			State A-D-P	= 82	

IAC score= Question scored in advance by IAC staff.
 Team = Question scored by evaluation team.
 Item = Question title or subject.
 A = Acquisition proposal.
 D = Development or renovation proposal.
 P = Plan proposal (architecture-engineering or permit related)
 Mult/Max. = Multiplier and maximum points possible for this question
 Policy = See IAC's *Boating Facilities Program Plan* (11/03).

Scoring Criteria

1. Need. Is the project needed?

All proposals.

Consider the goal of the project and how it relates to the service area:

- **Inventory of existing sites and facilities**
- **Physical condition of the inventory**
- **Unserved or under-served populations**
- **Amount of use of existing sites**
- **Potential use of proposed sites**
- **How the project meets the need**
- **Is the project named by location or type as a priority in an adopted plan? (For example, a community's comprehensive plan, shoreline/port/waterfront access plan, park/open space plan, CIP/CFP, etc.)**

For example, a proposal for a new site in a large city with few existing sites would seem likely to fill a substantial need and could receive a high score. A proposal for improving a geographically remote site accessing an important sport fishery in high demand could also receive a high score.

Evaluators award 0-5 points that are later multiplied by 3.

Revised February 1997

2. Site Suitability. Is the site well-suited for the intended recreational uses?

All proposals.

Consider the following:

- **The site's size and location**
- **Topography and soil conditions**
- **Existing facilities or development (if any)**
- **Adjacent land uses**
- **Natural features or attractions (such as productive fishing locations)**
- **Alternatives that may have been considered.**

In general, sites more suitable for the intended uses should get higher scores.

Evaluators award 0-5 points, that are later multiplied by 3.

Revised March 2002

3. Urgency. How urgent is the need for IAC funding? *Acquisition proposals only.*

If IAC funding is not made available, will public access or use be lost? Consider the availability of alternatives. Where none exist, the significance of IAC funding may be higher. IAC funding shall augment, not replace, other sources of funding available to a sponsor or applicant.

No evidence presented (0 points)

Minimal urgency: site opportunity appears to be in no immediate danger of a loss in quality or to public use in the next two years (Low score)

Actions are under *consideration* that *could* result in the opportunity losing quality or becoming unavailable for future public use..... (Medium score)

Actions will be taken that will result in the opportunity losing quality or becoming unavailable for future public use. (High score)

Evaluators award 0-5 points that are later multiplied by 2.

4. Project Design. Is the proposal appropriately designed for the intended use? *Development only.*

IAC policy rewards design standards and construction techniques intended to maximize service life, minimize routine maintenance, and avoid environmental impacts.

For example, if users of a proposed boat ramp can be expected to be power loading, solid concrete ramp construction may be more appropriate than concrete plank construction. In harsh marine conditions, steel piling or concrete could be expected to have a longer service life than timber piling.

Evaluators should consider design and construction elements such as:

- | | |
|---------------------------------------|----------------------------------|
| ▶ Materials and specifications | ▶ User friendly elements |
| ▶ Innovative/creative elements | ▶ Aesthetics |
| ▶ Future maintenance needs | ▶ Risk management |
| ▶ Space relationships | ▶ Accurate cost estimates |
| ▶ Barrier free considerations | ▶ Environmental impacts. |

Evaluators award 0-5 points that are later multiplied by 2.

Revised March 2002.

5. Planning success. What potential does this project have to successfully complete the required documents needed to start a development project?

Planning Only.

Evaluators are asked to judge how likely it is that the project will result in a capital development in the near future. Factors to consider include:

- ▶ **Cost-effective design and construction standards**
- ▶ **Site conditions that might require extraordinary or unique A&E efforts**
- ▶ **The results of public involvement**
- ▶ **Whether design approaches are untested or have been successfully tested**
- ▶ **The experience or expertise of the organization that will do the work**
- ▶ **The complexity or feasibility of environmental mitigation that could be required.**

Evaluators award 0-5 points that are later multiplied by 2.

6. Cost-benefit. Do the benefits of the project outweigh the costs?

All proposals.

Having reviewed the technical and other merits of the project proposal, evaluators are now asked to determine its overall cost-benefit.

- ▶ **Cost** can be more than dollars: it can also be unacceptable harm to the environment, or something that causes unnecessary ill-will for the boating public.
- ▶ **Benefit** is the gain realized with the requested level of public investment: it can be gain for boaters, gain for the environment, gain for the general public, or other gain.

Proposals demonstrating greater net benefits should score higher than proposals with limited value, or with value at too great a cost.

Evaluators award 0-5 points that are later multiplied by 2.

7. M&O. What resources does the applicant have available for maintenance and operation of the site or facility?

All proposals.

State law says that when boating facility funds go to a sponsor, acquired or developed areas will be operated and maintained at the expense of such state agency, public body, or subdivision for public outdoor recreation use. (RCW 79A.25.140)

Applicants and sponsors are expected to be able to maintain and operate IAC-funded boating facilities at a level appropriate for the intended uses over time. Evaluators are asked to consider:

- ▶ **Maintenance plans or schedules**
- ▶ **Personnel assigned or dedicated to the site or facility**
- ▶ **Maintenance reserve or budget**
- ▶ **The applicant's past experience with similar sites or facilities.**

Evaluators award 0-5 points; there is no multiplier.

8. Boats on trailers. How well will the project help launch and retrieve boats with trailers?

All proposals.

The boating facilities program is intended to facilitate physical access to water for recreational boating. Approximately 80 percent of the motorized recreational boating fleet depends on the use of trailers to get in and out of the water.

Evaluators award 0-5 points that are later multiplied by 2.

**9. Boating experience. How will the project affect the boating experience?
*All proposals.***

Boaters are increasingly concerned about the quality of the boating experience. Although the meaning of a quality experience is highly personal, IAC suggests that evaluators consider the complex relationships among:

- ▶ **The size and location of the water body to be accessed**
- ▶ **The number and types of boats currently using that water body**
- ▶ **The traditional or historic use of the water body**
- ▶ **The number and types of additional boats that could gain access**
- ▶ **Current and expected boat speeds.**

Evaluators are asked to consider the overall potential impact of a proposal.

A proposal that will harm or disrupt a quality boating experience should receive *negative* points..... (minus 2 or minus 1)

Proposals that will not change the boating experience should probably get a zero. (0)

Proposals that will enhance or improve quality boating should score positive points.(1 to 3)

Evaluators award -2 (minus two) to +3 (plus three) points that are later multiplied by 2.

**10. Readiness. Is the project ready to proceed?
*All proposals.***

IAC policy is to encourage proposals that are ready for immediate implementation. That is, an applicant should be ready to start work as soon as a project agreement is signed.

- ▶ **Acquisition proposals that have completed negotiations should get a higher score than a proposal for which negotiations are still underway or have not yet started.**
- ▶ **Development proposals with permits in hand should score higher than proposals that are in the process of securing permits.**
- ▶ **An architecture and engineering (A&E) proposal may merit a high score if it is clear that work on the permit or plan can start immediately.**

Evaluators award 0-5 points; there is no multiplier.

11. Non-government contributions. How much does the project reduce or limit government costs?***All proposals.***

Consider the extent that the proposal reduces government costs through donations, signed cooperative agreements or signed memoranda of understanding (such as no cost easements/leases, or similar cost saving understandings).

No evidence presented 0 points
 The benefit of any such measures is marginal..... Low score
 Measures will result in moderate cost savings Medium score
 Measure(s) will result in substantial savings High score

Evaluators award 0-5 points; there is no multiplier.

SCORED BY IAC STAFF**12. Matching Shares. To what extent will the applicant match any IAC grant funds with contributions from its own resources?*****Local agencies only.***

This question is scored by IAC staff based on information submitted as part of the application. To qualify, contributions must be eligible for BFP funding, and may include:

- ▶ **Cash, the value of donated labor, equipment, and materials.**
 - ▶ **The value of donated land or lesser interests in land, except when the interest is currently owned by the project applicant or by a public agency.**
- a. 0 to 25 percent of project's value will be contributed from applicant's resources (0 points)
 - b. 26 to 45 percent of project's value will be contributed from applicant's resources (1 point)
 - c. 46 to 55 percent of project's value will be contributed from applicant's resources (2 points)
 - d. 56 percent or more of project's value will be contributed from applicant's resources (3 points)

IAC staff awards a maximum of 3 points; there is no multiplier.

Question added February 1997.

SCORED BY IAC STAFF

13. Proximity to people. Is the project site located in a populated area?
All proposals.

IAC policy is to give funding preference to projects located in populated areas. Populated areas are defined (RCW 43.51.380) as a town or city with a population of 5,000 or more, or a county with a population density of 250 or more people per square mile.

Is the project located in an area meeting this definition?

No 0 points

Yes..... 1 point

IAC staff awards a maximum of 1 point; there is no multiplier.

SCORED BY IAC STAFF**14. GMA PREFERENCE. Has the applicant made progress toward meeting the requirements of the Growth Management Act (GMA)?**

RCW 43.17.250 (GMA-preference required.)

State law requires that:

- (1) Whenever a state agency is considering awarding grants to finance public facilities, it shall consider whether the applicant^[1] has adopted a comprehensive plan and development regulations as required by RCW 36.70A.040 (“state law”).
- (2) When reviewing such requests, the state agency shall accord additional preference to applicants^[1] that have adopted the comprehensive plan and development regulations. An applicant^[1] is deemed to have satisfied the requirements for adopting a comprehensive plan and development regulations if it:
 - ▶ **Adopts or has adopted within the time periods specified in state law;**
 - ▶ **Adopts or has adopted by the time it requests a grant or loan; or**
 - ▶ **Demonstrates substantial progress toward adopting within the time periods specified in state law. An agency that is more than six months out of compliance with the time periods has not demonstrated substantial progress.**
- (3) A request from an applicant^[1] planning under state law shall be accorded no additional preference based on subsection (2) over a request from an applicant^[1] not planning under this state law.

This question is pre-scored by IAC staff based on information obtained from the state Department of Community, Trade, and Economic Development, GMA Division. To qualify for the current grant cycle, the GMA comprehensive plan and development regulations must be completed by IAC’s Technical Completion Deadline.

- a. The applicant does *not* meet the requirements of RCW 43.17.250..... (minus 1 point)
- b. The applicant *meets* the requirements of RCW 43.17.250..... (0 points)
- c. The applicant is a nonprofit organization, state or federal agency..... (0 points)

IAC staff subtracts a maximum of 1 point; there is no multiplier.

Revised 7/23/99

^[1] County, city, town, and special district applicants only. This segment of the question does not apply to nonprofit organizations or state and federal agency applicants.

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